

25 OCT 1972

MEMORANDUM FOR: Assistant for Information Control

SUBJECT: Records Management Board Files

Gail:

1. My first inclination was just to destroy these files which have accumulated over the years as a result of the Office of Planning, Programming, and Budgeting's involvement in the records management activities of the Agency. I am sure you have inherited duplicates of most of it from the Agency's old Records Management Staff, however, there may be something in here you would find entertaining or even perhaps remotely useful. Feel free to destroy in total if you so desire. The Office of Planning, Programming, and Budgeting has no further use for these files.

2. One of the folders contains the results of the Reports Inventory of a year or so ago for three of the four Directorates. The DD/S product was so voluminous that we did not retain their set of forms here. They still have them, I suppose. Again, these are of no further value to this Office since we never devised a system for keeping the inventory up to date in a continuing fashion. I would imagine these, too, are now more or less out of date.



SA/D/PPB

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Atts:

- 2 Records Management Board Files
- 1 Inventory of Management Reports File